

BID REQUIREMENTS FOR THE PURCHASE OF GOODS AND SERVICES FIRST READING

JULY 19, 2022



PURCHASING CODE UPDATE

BID REQUIREMENTS – MUNICIPAL CODE 03.02.060

Amount	Current Requirements	Proposed Requirements
Up to \$1,000	No bid required	No bid required
\$1,000 to \$5,000	3 verbal bids, unless approved by the Town Manager*	3 verbal bids, unless approved by the Town Manager*
\$5,000 to \$75,000	3 informal written bids, unless approved by the Town Manager*	3 informal written bids, unless approved by the Town Manager*
\$75,000 to \$250,000	Formal written sealed bids, unless approved by Town Council*	Formal written sealed bids, unless approved by <u>Town Manager</u> *
Over \$250,000	Formal written sealed bids, unless approved by Town Council*	Formal written sealed bids, unless approved by Town Council*

* Based on sole source, emergency or unresponsive bidders

QUESTIONS?



PROPOSED MOTION

"I MOVE TO ADOPT THE ORDINANCE AS INTRODUCED BY TITLE, ON FIRST READING."

ALTERNATIVE MOTIONS

*"I MOVE TO ADOPT THE ORDINANCE AS INTRODUCED BY TITLE, WITH THE FOLLOWING
CONDITIONS: (LIST CONDITIONS)"*

*"I MOVE TO CONTINUE THIS ITEM TO THE TOWN COUNCIL MEETING ON _____ DATE TO ALLOW
ADDITIONAL TIME TO (LIST INFORMATION NEEDED)."*